

Upwey-Tecoma Bowls Club Inc

Incorporation Number: **A5022**

ABN: **88 869 093 047**

Chairman: **Mr Michael Walker**
Telephone: **0411 985 899**

Postal Address: **PO Box 1222**
Upwey Vic 3158

Hon. Secretary: **Mr Neil Thurling**
Telephone: **(03) 9754 3672**

Club Address: **21-41 Alexander Ave**
Upwey Vic 3158

Internet: **www.upweybc.com**
E-mail: **enquiries@upweybc.com**

Telephone: **(03) 9754 3144 (Club)**



Application to Hire Club rooms

Hiring Date & Times

Date Required			
Beginning Time		End Time	

Function Details

Description of proposed activity of Function:
Expected number of attending:
Details of Entertainment (DJ, Band, etc):
Will the kitchen be required for food preparation and/or service?:
Will the bar be required for refreshments? (no BYO allowed under any circumstances):

Hirer Details

Name:	
Organisation (if applicable):	
Address:	
Phone:	Mobile:
I undertake:- <ol style="list-style-type: none">To pay the charge, if any, levied by the Committee for or in connection with the use of the Club property and to leave the Club property and all furniture and equipment used in a fit state of cleanliness for the resumption of Club activities, and, in the event of damage occurring to any of the Club property, furniture or equipment while it is being used, to pay to the Club the cost of making good the damage and I agree to accept the decision of the Committee or its representative on the extent of any such damage.To ensure that all legal requirements for the conduct of the function are complied withTo take the public risk cover offered by the Club (through the Shire of Yarra Ranges) in respect of the functionTo ensure the function is carried out in accordance with the Hiring RulesTo comply with all instructions given by the Club representative with respect to the end of the function and Responsible Service of Alcohol	
The person responsible for the function will be:	
I acknowledge that I have read and accept the terms and conditions of the hire as specified in Hiring Rules.	
Name of Applicant:	
Signature:	Date:

Hiring Rules

Applications

- All applications for hiring of the Club rooms must be in writing on the application form supplied by the Club
- The application shall include the date and times during which the Club rooms are required
- Signing the form is an agreement undertaking to comply with all of the Hiring Rules
- The Club will provide a current contact person and phone number to the hirer

Hiring Charges

- The Management Committee shall review annually the charges for hiring the Club rooms
- Hiring charges for ongoing use of the Club rooms are to be paid at the time of the event
- Hiring charges for one off functions/events are to be paid in advance of the event
- Hiring charges for a community type activity (public meetings, commercial presentations and similar meetings) will attract a venue hire fee of \$70 with no bond or public liability insurance fees required
- Hiring charges for functions (birthday parties, anniversaries and similar functions) will attract a venue hire fee of \$250 and a refundable \$500 bond. The bond will be refunded once the clubrooms are deemed to be in a satisfactory condition following the function. A fee for event specific public liability insurance will also be incurred by the hirer. The insurance fee will be payable to the Club who will take out insurance with the insurers of the Shire of Yarra Ranges as arranged

Damage

- Due care is to be taken in relation to the floors, walls, curtains, or any other part of the Club rooms or any fittings, or furniture. No notice, sign, advertisement, scenery or fittings of any kind shall be erected in the rooms or attached to or added to the walls, doors or any other portion of the building, fittings or furniture without prior consent in writing of the Committee
- If any damage occurs to the Club rooms, its contents, the surrounds or grounds, the assessment by the Committee or its representative of the damage shall be taken as final, without right of appeal, and such amounts shall be immediately retained from the Bond. Any amount above and beyond the Bond shall be deemed a debt due and payable by the Hirer upon request

Refusal to Let

- It shall be the sole discretion of the Committee or its representative to refuse to let the Club rooms without assigning any reason therefore. Notwithstanding that the Club rooms may have been let and that these conditions have been agreed to and signed and rental hire and other charges paid, the Committee or its representative shall, if they see fit, and without assigning any reason therefore, cancel any such letting and direct the return of all monies paid; and the Hirer agrees in such cases to accept the same, and to have consented to such cancellation, and to have no claim at law or in equity for any loss or damage in consequence thereof in any way whatsoever

Claims

- The Hirer shall be responsible for any accident, loss, damage or injury sustained by a person or persons using any part of the Club rooms or the Club grounds during the currency of and pursuant to this hiring agreement, providing that such injury has arisen from negligence on the part of the Hirer, its servants or agents

- The Hirer, through the Club, shall obtain adequate public liability insurance cover for the duration of the function/event for which the Club room facilities are hired
- The Hirer shall be solely responsible for any claim by a person relating to excessive noise, loud music, disturbance or nuisance by people attending the function/event for which the Club rooms are hired

Limit of Hiring

- The Hirer shall be entitled only to the use of and access to the particular part or parts of the Club rooms hired and shall see that no unauthorised access by the Hirer's agents or guests or hired staff is made
- The Hirer shall remove all flowers, decorations, unused food stuffs, all food scraps, bottles and all other property whatsoever belonging to the hirer. The Hirer shall be liable to remove his servants, agents, guests and/or caterers at the termination of the function/event to which the Club rooms is hired no later than 8.00 am on the day following the function/event
- Where access to a telephone is available, the Hirer, his servants, agents or guests are not to make phone calls unless a serious emergency exists or occurs. The Hirer shall be liable to reimburse the Club for the cost of all or any telephone calls
- The Hirer shall not allow any activity or games other than those agreed upon at the time of hiring
- Any children who attend a function/event, the subject of this hiring agreement, must be confined to the hired area and supervised at all times.
- The hall is not available on Public unless PRIOR arrangements have been made with the Club

Sub-Letting

- Sub-letting is not permitted under any circumstances

Approval, Supervision and Authority

- The Hirer shall obey all and every instruction given by the Committee or its representative or any other duly appointed officer by the Committee in respect to the supervision of any function or event
- Prior approval must be sought from the Committee or its representative:
 - To vary the arrangement of Club equipment and furnishings
 - To operate electrical appliances and main switches
 - To place decorations in the Club rooms
 - If cooking is to be carried out in any part of the Club rooms
 - For access to the Club rooms outside of the agreed hiring time

Good Order

- The Hirer shall leave the Club and approaches in a clean and tidy state and shall report to the Committee or its representative any damage which might occur. If cleaning arrangements are made privately with the a contractor, the Committee must be notified in advance
- The Hirer will be solely liable for any failure to leave the premises in a clean and tidy condition acceptable to the Committee or its representative in their sole discretion

Disputes

- In the event of any disputes or differences arising out of the hiring or interpretation of these conditions, or of any matter of things contained therein, the decision of the Committee or its representative shall be final and conclusive. Notwithstanding the foregoing of all or part of the bond, the Committee or its representative shall have absolute authority to deal with any dispute arising from the use of the Club rooms or the Club's facilities

Liquor

- The sale of alcohol on the premises other than from the bar operated by the Club is not permitted

Smoking

- There is no smoking within the Club rooms or on the greens. Smoking is allowed outside the Club rooms and under the awning in inclement weather